

A modern, two-story house with large windows and a paved walkway leading to the entrance. The house has a light-colored exterior and a flat roof. The walkway is made of large, light-colored tiles. The sky is blue with some clouds.

RENTAL PROPERTY *Planner*

PASSWORD TRACKER









































ACCOUNT TRACKER

ACCOUNT DETAILS

DATE	
BANK	ACCOUNT NO.
STARTING BALANCE	DESCRIPTION
BALANCE	
DEPOSIT	WITHDRAWAL

ACCOUNT DETAILS

DATE	
BANK	ACCOUNT NO.
STARTING BALANCE	DESCRIPTION
BALANCE	
DEPOSIT	WITHDRAWAL

ACCOUNT DETAILS

DATE	
BANK	ACCOUNT NO.
STARTING BALANCE	DESCRIPTION
BALANCE	
DEPOSIT	WITHDRAWAL

TENANT DETAILS

TENANT NAME:

CONTACT NUMBER 1:

CONTACT NUMBER 2:

EMAIL ADDRESS:

DATE MOBED IN:

RENT AMOUNT:

DEPOSIT AMOUNT:

RENT DUE DATE:

NOTES:

TENANT QUESTIONNAIRE

Name		Date	
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[illegible][illegible]

SECURITY DEPOSITS

Unit Address			
Tenant Name		Phone Number	
Other Information			
Contract No		Contract Date	
Rent		Security Deposit	
Leasing Period		Deposit Date	

Date:

Tenant Signature

Received

☐

Landlord Signature

Unit Address			
Tenant Name		Phone Number	
Other Information			
Contract No		Contract Date	
Rent		Security Deposit	
Leasing Period		Deposit Date	

Date:

Tenant Signature

Received

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Landlord Signature

Unit Address			
Tenant Name		Phone Number	
Other Information			
Contract No		Contract Date	
Rent		Security Deposit	
Leasing Period		Deposit Date	

Date:

Tenant Signature

Received

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Landlord Signature

SHOWING SCHEDULE

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

Date	Time	Name	Property	Phone

PROPERTY

Property Address	
Date of Purchase	
Purchase Price	
Appraised Value	

Type of Property:

- ☐ Single Family Dwelling
- ☐ Duplex
- ☐ Apartment
- ☐ Condo
- ☐ Other:

Property Details:

Bedrooms

Bathrooms

Other details:

PROPERTY INSPECTION

Date of Last Inspection		Date of Next Inspection	
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[illegible][illegible][illegible][illegible][illegible][illegible]

MAINTENANCE LOG

INCOME TRACKER

[illegible]

PROFIT / LOSS

EXPENSES TRACKER

MONTH

[illegible]

BILL TRACKER

MONTH OF _____

YEAR

[illegible]

TAX PAYMENTS LOG

Expected Taxes:

Year:

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UPCOMING EXPENSES

January

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February

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March

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April

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November

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December

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DEBT PAYOFF

Creditor _____

Total Debt _____

Start Date

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End Date

ID

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Password

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Start Balance

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End Balance

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Account No

--	--

Interest Rate

--

[illegible]

SUBSCRIPTIONS

MONTHLY

[illegible]

QUARTERLY

[illegible]

ALARM INFORMATION

[illegible]

VACANCY RENT

MONTH: _____

YEAR: _____

[illegible]

OVERVIEW:

days this month

days vacant

Vacancy Rate

Last Year's Rate

Special notes

UTILITIES

MORTGAGE	
Company	
Policy No	
Phone No	
Website	
Renewal Date	

BROADBAND	
Company	
Policy No	
Phone No	
Website	
Renewal Date	

WATER	
Company	
Policy No	
Phone No	
Website	
Renewal Date	

TV	
Company	
Policy No	
Phone No	
Website	
Renewal Date	

GAS	
Company	
Policy No	
Phone No	
Website	
Renewal Date	

MOBILE	
Company	
Policy No	
Phone No	
Website	
Renewal Date	

INSURANCE DETAILS

INSURANCE COMPANY:	
Provider Name	
Policy No	
Phone No	
Website	
Number of NYC (No Year Claims)	
Renewal Date	

INSURANCE COMPANY:	
Provider Name	
Policy No	
Phone No	
Website	
Number of NYC (No Year Claims)	
Renewal Date	

INSURANCE COMPANY:	
Provider Name	
Policy No	
Phone No	
Website	
Number of NYC (No Year Claims)	
Renewal Date	

CONTACT LIST

NAME		COMPANY	
EMAIL		PHONE	
ADDRESS			
NOTES			

NAME		COMPANY	
EMAIL		PHONE	
ADDRESS			
NOTES			

NAME		COMPANY	
EMAIL		PHONE	
ADDRESS			
NOTES			

NAME		COMPANY	
EMAIL		PHONE	
ADDRESS			
NOTES			

NAME		COMPANY	
EMAIL		PHONE	
ADDRESS			
NOTES			

CLIENT TRACKING

Client:

Year:

	SERVICE/PACKAGE	PRICE	LATE FEE/ OTHER FEE	PAYMENT METHOD	PAID
JANUARY					☐
FEBRUARY					☐
MARCH					☐
APRIL					☐
JUNE					☐
JULY					☐
AUGUST					☐
SEPTEMBER					☐
OCTOBER					☐
NOVEMBER					☐
DECEMBER					☐

	SERVICE/PACKAGE	PRICE	LATE FEE/ OTHER FEE	PAYMENT METHOD	PAID
JANUARY					☐
FEBRUARY					☐
MARCH					☐
APRIL					☐
JUNE					☐
JULY					☐
AUGUST					☐
SEPTEMBER					☐
OCTOBER					☐
NOVEMBER					☐
DECEMBER					☐

NOTES